

# UNIVERSITE CATHOLIQUE DE LILLE IMPORTANT INFORMATION FOR EXCHANGE STUDENTS

**2019-2020 - Lille Campus** 



# **UNIVERSITE CATHOLIQUE DE LILLE**

### **IMPORTANT INFORMATION FOR EXCHANGE STUDENTS**

## 2019-2020 - Lille Campus

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I. GENERAL IN	IFORMATION	
Location	Lille, France	
Major Study Areas	Université Catholique de Lille includes 5 Faculties and 18 schools and C  Law, Economics, Business & Management  Arts, Humanities, Theology, Ethics & Education  Health and Social Care  Science and Engineering  Innovation and Design Thinking	olleges :
Number of	30,000 full time students, of whom 5,476 are international students from	om 134 different
students	countries.	
University website	Home page in English	
		Mailing Address:
Office of International Relations and Communication	Anne-Marie Michel - Director E-mail : anne-marie.michel@univ-catholille.fr  Anne-France Danel – Executive Assistant Tel : + 33 3 59 56 69 98 E-mail : anne-france.danel@univ-catholille.fr  Audrey Vanpeperstraete - Deputy Director E-mail : audrey.vanpeperstraete@univ-catholille.fr  Marie-Eve Bonnet Laborderie - Student Exchanges Coordinator Tel : + 33 3 59 56 69 95 E-mail : marie-eve.bonnetlaborderie@univ-catholille.fr  Matthew Kinney – Project Development E-mail : matthew.kinney@univ-catholille.fr  Stéphanie Bois – Project Coordinator E-mail : stephanie.bois@univ-catholille.fr  Estelle Le Meur – Project Coordinator E-Mail : estelle.le-meur@univ-catholille.fr  Céline Deconinck – Project Coordinator E-mail : celine.deconinck@univ-catholille.fr	Université Catholique de Lille Direction Relations Internationales et de la Communication 60 Bd Vauban CS 40109 59016 Lille CEDEX France
	Charlotte Prévost – Project Coordinator  E-mail : <a href="mailto:charlotte.prevost@univ-catholille.fr">charlotte.prevost@univ-catholille.fr</a>	

#### II. ACADEMIC INFORMATION

#### Language of instruction:

Most courses are taught in French. Courses taught in English, German or Spanish are offered as well.

For courses taught in English, please see page 7 "Courses taught in English"

Students who wish to take courses in French will need to provide a **recommendation letter from their French teacher** with the application form (see "supporting documents" page 9).

**Academic Level :** Undergraduate and/or Graduate

#### **Course Information:**

Exchange students can take courses on the Lille Campus only.

Below is information on the areas of study offered by our Faculties/Schools, the contact details of the departmental coordinators and links to the most up-to-date lists of courses.

Please note that the 2019-2020 lists of courses are available between April and June, depending on the faculty or school. Usually, there are few changes in the lists of courses from one academic year to the other so you can rely on these lists to fill in the application form.

Faculties/Schools open to exchange students on Lille Campus	Area of study offered to exchange students	Course Information	Contact Detail of Departmental Coordinators
FD – Faculty of Law – Faculté de Droit http://www.faculte- libre-de-droit-lille.fr/	Law (Private, Business, Social Law), Political Science, European and International Law, Human Rights	List of courses <b>on request</b>	<u>isabelle.minez@univ-</u> <u>catholille.fr</u>
FGES – Faculty of Management, Economics & Sciences  Faculté de Gestion, Economie & Sciences  http://www.fges.fr/	Economics, Finance, Management, Business, Accountancy, Auditing, Entrepreneurship, IT, Biology, Biotechnology, Ecology, Biochemistry, Biophysics, Mathematics, Physics, Chemistry	<ul> <li>Bachelor's degree in Economics and finance: link</li> <li>International Bachelor in Economics and Business Administration: link</li> <li>Bachelor's degree in Management and Business: link</li> <li>Bachelor's degree in Accounting, Finance and Law: link</li> <li>Bachelor's degree in Biological Sciences: link</li> <li>Bachelor's degree in Sciences, Engineering Sciences: link</li> <li>Bachelor's degree in Digital Sciences: link</li> <li>Bachelor's degree in Digital Sciences: link</li> <li>Master's degree in Management for Banks: link</li> <li>Master's degree in Corporate Finance and Financial Markets: link</li> <li>Master's degree in Law and Wealth Management: link</li> </ul>	celine.blondeau@univ- catholille.fr

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		- Master's degree in Chartered Accounting and Auditing: link  - Master's degree in International Management: link  - Master's degree in Management and Entrepreneurship: link  - Master's degree in Digital Commerce: link  - Master's degree in Applied Ecology: link  - Master's degree in Information Technology and Computer Sciences: link	
FLSH - Faculty of Arts & Humanities Faculté des Lettres & Sciences Humaines www.flsh.fr	Arts, Literature, Modern Languages (German, Spanish, Italian, Arabic, Chinese, Russian), English, French), History, Geography, Political Science, Media & Communication, Psychology, Journalism, International Relations, Tourism	Link to course descriptions	suzanne.bray@univ- catholille.fr
FT – Faculty of Theology Faculté de Théologie <a href="http://theologie.icl-lille.fr">http://theologie.icl-lille.fr</a>	Philosophy, History and religious studies, Theology , Bible, Classical Languages, Art	Description of courses available on this <u>link</u> Open to students speaking French fluently:  CEFR level B2	Cyrielle.boidin@univ- catholille.fr
ISTC – College of Communication <a href="http://www.istc.fr/">http://www.istc.fr/</a>	Communication , Marketing and Public relations	Description of courses available on this <u>link</u>	julie.bergues@istc.fr
ISL – Institute of Social Work Institut Social de Lille http://www.institut- social-lille.fr	Social Work	List of courses on request (Year 1 only)  Open to students speaking French fluently:  CEFR level B2	estelle.soudant@instit ut-social-lille.fr
ESPOL – European School of Political and Social Sciences http://espol- lille.eu/en/	Political Sciences, Social Sciences, European Studies, International Relations	Bachelor programs on this link  And on this link  Master programs: on this link  List of courses on request	Espol-ri@univ- catholille.fr
IESEG School of Management http://www.ieseg.fr/en/	Marketing, Finance, Human Resource Management, Management of Information Systems, Operations Management, Audit Control, Entrepreneurship & Innovation, International Negotiation and Sales Management, International Business Economics	Upload course list for exchange students here. (within Grande Ecole Program only; bachelor and master level)  Check course syllabus (outline): From this link Click on "ECTS COURSES" Click on "See the previous version ECTS course catalogue" School or faculty: select "IESEG" Term: S1 for Fall or S2 for Spring semester	p.ameye@ieseg.fr

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ESTICE International Business School <a href="http://www.estice.fr/">http://www.estice.fr/</a> <a href="http://www.estice.fr/">?lang=en</a>	International Business and Languages (English, Spanish, German, Russian, Chinese, Portuguese), Intercultural Communication Digital Marketing and Communication, Human Resources, Negotiation, Management, Business Ethics	Link to course descriptions	Aude.mabille@univ- catholille.fr  laura.nieto@univ- catholille.fr
HEI Engineering school http://en.hei.fr/	Architectural Engineering / Banking, Finance and Insurance / Biomedical Engineering / Building and Civil Engineering / Chemistry and Chemical Engineering / Computer Science and Information Technology / Energy, Electrical Systems and Control Systems / Entrepreneurship / Industrial and Logistical Operations Management / Mechanical Design and Engineering / Mechatronics / Smart Cities / Textile Technologies, Innovation and International Management	List of courses <b>on request</b>	anne.lacour@yncrea.fr
ISA  School of Agriculture and Bio-Engineering <a href="http://www.isa-lille.com/">http://www.isa-lille.com/</a>	Agriculture, Food Sciences, Environmental Sciences, Landscape Management, Agribusiness and Management	Master of Science and Engineering (taught in English) with majors in:  - Agricultural Sciences - Food Sciences - Environmental Science - Economics, Marketing and Management  □ Link to course descriptions  Master of Science and Engineering (taught in French) with majors in: - Agricultural Sciences - Food Science - Environmental Sciences - Economics, Marketing and Management □ Link to course descriptions	thanhly.leminh@ yncrea.fr
ISEN Engineering school <a href="http://www.isen-lille.fr/">http://www.isen-lille.fr/</a>	Electronic Embedded Systems, Software Development, Big Data, Cyber security, Artificial Intelligence and Augmented Reality, Connected Objects, Mobile Robotics, Bio- Nanotechnologies	Check course syllabus (outline): From this link, https://www.univ- catholille.fr/en/recherche-cours Click on "ECTS COURSES" Click on "See the previous version ECTS course catalogue" School or faculty: select "Isen" Term: choose S1 for Fall or S2 for Spring semester Level: select "Master"	evelyne.litton@ yncrea.fr

Study areas not open to exchange students	The following areas of study are NOT open to exchange students:  Medicine - Midwifery – Nursing – Physiotherapy – Chiropody – Faculty of Law: 2 <sup>nd</sup> year of  Master (Master de Droit)
Courses taught in English	Please consult the most updated list of courses taught in English offered in our faculties and schools on this <a href="Link">Link</a> No official test is required for partner universities' students (we expect that exchange students have a sufficient level of English language).  To note: for exchange students wishing to attend courses taught in English at the Faculty of Law, we recommend having the following CEFR level B2  CEFR: Common European Framework of Reference for Languages  Please see the assessment grid on this link
Course Registration Information	Students are invited to indicate the chosen study area or a provisional list of courses on the Université Catholique de Lille Student Exchange Application Form.  Please note that we cannot guarantee that the courses you choose in advance will be available at the time of enrolment.  The confirmation of the chosen courses and the registration for the courses are finalized upon arrival in France with the Departmental Coordinator in the host school/faculty.
Full-time Academic Course Load	In the European Credit Transfer System (ECTS), the normal workload for a full-time student is 30 credits per semester.  It is up to the home institution to decide how many courses exchange students should take.
Grading System  The French grading scale is from 0 to 20	Université Catholique de Lille is a multidisciplinary university offering a wide range of study areas.  To take into account the specificity of these different study areas, our departments have set up a grading scale that meets their own academic requirements and specificity.  You will find models of our Grading Scales on this <a href="Link">Link</a> .  In case you need further information, please consult our Departmental Coordinators (listed on pages 4,5 and 6).
Transcripts	<b>Transcripts</b> are mailed by the host school/faculty's departmental coordinator to the student, and to the home university exchange coordinator, <b>6 weeks after the end of the semester</b> .

#### **ACADEMIC CALENDARS**

The academic calendar is divided into 2 semesters

- **Semester 1 or Fall Semester :** it starts <u>from end of August or early September and ends in December or January</u> depending of the host faculty or school.
- **Semester 2 or Spring Semester :** it starts <u>from early January to May or June</u> depending of the host faculty or school.

Kindly note that each faculty and each school has its own academic calendar.

Please note that the 2019/2020 academic calendars are usually available between April and June

Faculty / School	Exchange Students must be present at the faculty/school during the period below
<b>FD</b> – Faculty of Law	Fall semester: early September to mid-January Spring semester: mid-January to end of June Re-sit sessions for Fall and Spring Semesters in June
FGES – Faculty of Management, Economics & Sciences	Bachelor program: Fall semester: from end of August to December (before Christmas Holidays) Spring semester: from early January to end of April Master program: yearly based – from mid-September to mid-June
FLSH - Faculty of Arts and Humanities	Fall semester: early September to December (before Christmas Holidays)  Spring semester: early January to end of May (to end of June for students who need to retake exams)
FT - Faculty of Theology	Fall semester: Mid-September to mid-January  Spring Semester: mid-January to mid-June
ISTC – College of Communication	Fall semester: early September to December (before Christmas Holidays)  Spring semester: early January to May
ISL - Institute of Social Work	Fall semester: early September to end of January Spring semester: early January to end of June
<b>ESPOL</b> - European School of Political and Social Sciences	Fall semester: early September to December (before Christmas Holidays)  Spring semester: early January to end of May  Re-sit sessions for Fall and Spring Semesters in June
IESEG School of Management	Fall semester: late August to December (before Christmas Holidays)  Spring semester: early January to end of May
<b>ESTICE</b> International Business School	Fall semester: early September to December (before Christmas Holidays)  Spring semester: early January to mid-May
HEI Engineering School	Fall semester: Late August to December (before Christmas Holidays)  Spring semester: early January to end of June
ISA School of Agriculture and Bio-Engineering	Fall semester: early September to December (before Christmas Holidays)  Spring semester: early January to end of June
ISEN Engineering School	Fall semester: mid-September to end of December  Spring semester: early January to end of June (classes) or July (if internship)

#### III. NOMINATION AND APPLICATION PROCEDURE **Nomination** For a student exchange beginning: deadlines - end of August/September (our First semester/Fall semester or Academic year): April 25, 2019 - early January (our Second semester/Spring semester): October 10, 2019 The home university sends an e-mail to nominate the student(s) to Nomination procedure marie-eve.bonnetlaborderie@univ-catholille.fr with the following information: Family name -First name – Gender – E-mail address - Major – Period of study exchange at Université Catholique de Lille (Fall Semester or Academic Year or Spring Semester) **Application** For a student exchange beginning: **Deadlines** - end of August/September (our First semester/Fall semester or Academic year): April 30, 2019 - early January (our Second semester/Spring semester): October 15, 2019 **Application** Step 1: The home university forwards the following link for application to the nominated students **Procedure** : https://uclille.moveonfr.com/locallogin/5c35f2f230a55a4a158b4569/eng Step 2: The student creates his/her account, completes the Student Exchange Application and Kindly note that uploads the requested documents. the application Step 3: Once the application is completed, the student receives an e-mail confirming the is entirely onreception of the application form and can save it in pdf format. line Step 4: UCL Student Exchange Coordinator sends the complete application to the appropriate academic department(s) for approval. Step 5: If the student is accepted, UCL Student Exchange Coordinator sends the original acceptance letter to the Exchange Coordinator of the student's home university. It generally takes 3/4 weeks for an application to be processed and the acceptance letter to be mailed. Step 6: The student may be contacted by e-mail directly by her/his host faculty/school to provide additional documents to finalize the application. Please note: - If a student cancels his/her exchange application, please inform and send an e-mail to UCL Student Exchange Coordinator: marie-eve.bonnetlaborderie@univ-catholille.fr We can't accept exchange students less than 18 years old Supporting Copy of passport documents • Current transcripts. Students with a GPA lower than 2.75 must obtain UCL's permission in required to advance to participate in the student exchange program. Official and non official transcripts upload on line are accepted. • For students wishing to attend courses taught in French only: a letter of recommendation from their French teacher confirming the student's level. For exchange students wishing to attend courses taught in French at the Faculty of Law, we recommend to have the following CEFR level B2. CEFR: Common European Framework of Reference for Languages. Please see the Self Assessment Grid available on this link

#### IV. ACCOMMODATION INFORMATION

It may be very difficult **to find housing** upon arrival in Lille, so we strongly recommend students to make sure that they have housing **before arrival in France**.

Please find below 2 options: - to stay in a university dorm

- to find housing by yourself

#### Stay in a university dorm (on line application)

If you wish **to book a room** in a university dorm, kindly note that **all the housing information** (list of dorms, description, rent price, application procedure, etc.) is available on the website of **AEU** (Housing Office): www.asso-aeu.fr (English version available - please click on the British flag)

To note: the dorms are mixed and have both male and female students in the same corridor.

#### **Information and Contact:**

Service Logement (Housing Office) - A.E.U Association d'Entraide Universitaire 47 Boulevard Vauban (second floor) - 59000 Lille - Tel: +33 (0)3. 20.15.97.78

E-mail: <a href="mailto:contact.aeu@orange.fr">contact.aeu@orange.fr</a> - Website: <a href="https://www.asso-aeu.fr/en/list-accommodation">https://www.asso-aeu.fr/en/list-accommodation</a>

Facebook : <u>facebook.com/aeu.com</u>

Open from Monday to Friday: 8.30 am to 6.00 pm

# University dorms available to exchange students

University dorms available on campus:

- Saint-Michel
- o Teilhard de Chardin
- Valentine Charrondière
- o Denis Reille
- o Foyer International St Camille
- o Saint-Omer

#### University dorms available off campus:

- Charles Havez
- o Franciscaines de Lille
- o Franciscaines de La Madeleine
- o Notre-Dame
- Saint-Gérard
- Saint-Luc

#### Recommended housing application deadlines

- ➤ May 31 \* for a student exchange beginning in August/September (our First semester/Fall semester)
- November 15 \*\* for a student exchange beginning in January (our Second semester/Spring semester)
- \* Housing application open from January 1st
- \*\* Housing application open from October 15

It still may be possible to apply after these deadlines.

# Housing application procedure and important information

The student **applies online** on the AEU website (Housing office) : <a href="https://www.asso-aeu.fr/en/list-accommodation">https://www.asso-aeu.fr/en/list-accommodation</a>

- To validate your application, you will be asked to pay online a **housing administrative fee of 245 Euros.**
- The allocation of your dorm and a housing attestation mentioning the address of your dorm (attestation requested to get your visa) will be sent by the Housing Office (AEU)
- Please note the time processing is from 2 to 4 weeks.
- The accommodation allocation board will take into account your preferences as much as possible according to availability.

**To note:** The International Office of UCL has **no involvement** in the allocation of rooms/dorms which is the responsibility of AEU.

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- According to French law, rentals run for 1 year and are due:

• from August 1st to July 31st (student exchange for Fall semester or academic year) even if the students arrive later in September.

• from January 1st to December 31st (student exchange for Spring Semester) even if the students arrive later in February.

Before leaving the dorm: students must inform the Housing Office by e-mail at least one month before departure: contact.aeu@orange.fr

Students may consult as well the housing FAQ available on this link

Other housing options

These are some websites for students wishing to find housing by themselves:

http://www.estudines.com/
http://www.campusea.fr/
http://www.campusea.fr/
http://www.campusea.fr/
http://www.campusea.fr/
http://www.cij-hdf.fr/
A guide of Housing in Lille (version in French) is available on this link

#### V. ESTIMATED COST OF LIVING

#### **Budget in Euros**

#### Expenses by month :

Rent in university dorm AEU	From about 240 to 550 Euros/month
Charges in university dorm AEU : electricity – water	About 61 Euros/month
Food (university restaurant AEU)	About 300 Euros/month
Transport (bus/metro)	About 30 Euros/month (rather leisure)
Phone & Internet	About 30 Euros/month
Total	From about 661 to 971 Euros/month

#### Supplementary annual expenses should be added

. For students booking a room through AEU:

AEU housing application fee: 245 EurosAEU student services card: About 5 Euros

Contribution fees: 96 EurosServices fees: 480 Euros

- Insurance for accommodation : About 45 Euros

- **AEU housing deposit**: 1 month rent.

It will be returned at the end of the year if no material damage has been caused to the room.

- . For students having a **visa "CESEDA" : Fiscal stamp of about 60 Euros** (to buy once in France).
- . Personal expenses

#### VI. VISA INFORMATION

- Citizens from Germany, Austria, Belgium, Denmark, Spain, France, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, UK, Sweden, Cyprus, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Czech Republic, Slovakia, Island, Liechtenstein, Norway, Andorra, Monaco, Switzerland, San Marino and the Vatican are exempted from the visa procedure.
  - For students with the nationality of the following countries: Algeria, Argentina, Benin, Brazil, Burkina Faso, Burundi, Cameroon, Chile, China, Colombia, Comoros, Demoratic Rebublic of Congo, the Republic of the Congo/Congo Brazzaville, Egypt, Gabon, Guinea, Haïti, India, Ivory Coast, Indonesia, Iran, Japan, Kuweit, Lebanon, Madagascar, Mali, Mauritania, Mauritius, Mexico, Morocco, Peru, Russia, Senegal, Singapore, South Korea, Taiwan, Togo, Tunisia, Turkey, United-States and Vietnam.

An online application procedure has been set up by the French Ministry of Foreign Affairs.

This procedure is mandatory for obtaining a STUDENT VISA.

More information : please contact Campus France in your home country –

https://www.campusfrance.org/en/procedure-studying-in-France

• For students from any other nationalities: Please check with the French Consulate which is the closest to your home. You will be explained the process and the list of required documents to get a visa.

Please check <a href="http://www.diplomatie.gouv.fr/fr/le-ministere-et-son-reseau/annuaires-et-adresses-du-ministere-de-leave-et-adresses-du-ministere-et-adr

<u>l-europe-et-des-affaires-etrangeres-meae/ambassades-et-consulats-francais-a-l-etranger/</u> - **Ambassades et consulats français à l'étranger :** this website was created by our Ministry of Foreign Affairs and gives the contacts of French embassies and consulates abroad.

#### To note:

- . A tourist visa is not sufficient: students will face being expelled from France after 3 months and any diplomas or credits obtained will not be recognised.
- . Students coming without a student visa will not be accepted.

#### After arrival in France

For students with visa *CESEDA R.311-3 6° (Visa Long Séjour Valant Titre de Séjour)*: it will have **to be validated by OFII** (Office Français de l'Immigration et de l'Intégration) once in France.

Please contact the International Office of your host school or faculty. You will be helped in the process of validating your visa.

Please don't forget to bring with you the document provided by the French Consulate: "Visa de Long Séjour – Demande d'attestation OFII"

For students with visa "carte de séjour à solliciter": they will have to apply for a resident permit (carte de séjour) once in France.

Please contact the International Office of your host school or faculty. You will be helped in applying for a 'Carte de séjour.'

For students with visa "Dispense temporaire de carte de séjour", there is no administrative procedure to do. However, please note that this visa doesn't allow students to extend their stay in France, to have salary work in France or to get ALS (housing subsidy).

#### French Health Insurance

Mandatory register

Even if students come to France with their own health insurance, the French Government requires non European Union students (EU) spending more than 3 months in France to register with the French health insurance, called "Sécurité Sociale". It's free of charge.

#### WHAT YOU NEED TO DO:

#### Free of charge

. **Before you arrive in France**: get a complete copy of your <u>birth certificate</u> (including filiation), you can generally get it from the consulate. This does not need to be translated into French.

#### . Once you have arrived in France:

Collect your <u>certificate of registration</u> (or « attestation de scolarité ») from your academic department (host faculty/host school).

Open a French bank account to receive an IBAN number.

#### Connect to etudiant.etranger.ameli.fr and upload:

- Your certificate of registration from your academic department
- Your birth certificate
- Copy of your passport
- Copy of (depending on your situation) your visa CESEDA validated by OFFI or your Visa with the mention "dispense temporaire de carte de sejour »
- IBAN

You will then be able to download a <u>certificate</u> (« attestation provisoire de carte vitale ») that will enable you to be refunded your health expenses

#### Important:

Sécurité sociale refunds about 70 % of medical costs.

. Sécurité sociale (French health insurance) doesn't cover you if you travel outside of France, in case of repatriation or for civil liability.

Students have the option of getting complementary student insurance to obtain better

# Health insurance Optional

refunds.
There are 2 mains insurance companies in France:

- . SMENO see the section "Mutuelles"
- . LMDE see the section "Mutuelle complémentaire"

The costs vary depending on the insurance company and the option chosen.

# VIII. SERVICES AND FACILITIES AVAILABLE ON CAMPUS

<b>UCL International</b>	60 boulevard Vauban, ground floor, room 30	
Office opening	<b>Open</b> from Monday to Friday (9.00 am to 12.30 pm – 2.00 pm to 5.30 pm)	
days and hours	Closed from July 27 to August 28, 2019 / from December 20, 2019 to January 6, 2020	
Services and facilities	<ul> <li>Orientation</li> <li>International and academic advising</li> <li>University restaurant</li> <li>University medical Centre</li> <li>Cultural Centre</li> <li>Sport facilites</li> </ul>	
Additional Information	<ul> <li>Lille International Student Experience "video": <a href="https://www.youtube.com/watch?v=FopXbY0p3W0">https://www.youtube.com/watch?v=FopXbY0p3W0</a></li> <li>Safety rules available on this <a href="https://www.youtube.com/watch?v=FopXbY0p3W0">link</a></li> </ul>	

## **Tourist Information : Map/Lille Guide by Tourist office**







